

7 August 1979

MEMORANDUM FOR: All Division and Staff Chiefs

SUBJECT : Flexible and Compressed Work Schedules

STAT 1. We have received ☐ replies to the questionnaire on flexible and compressed work schedules. All of you have indicated that, with some modifications, individual choices could be accommodated in your components. We should proceed, therefore, to the next step - establishing a workable plan for the office, i.e. one that will keep us in business from 0800 to 1800, Monday thru Friday.

2. In order to establish a plan, the following information will be helpful:

A. Holidays: Questions have come up regarding an individual's entitlement to holidays that fall outside of his or her regular compressed week. The Office of Personnel has advised that holidays will be granted to all, regardless of the schedule worked. The rule is: a holiday falling on the first or second day of a weekend will be celebrated on the last scheduled workday preceding the holiday. A holiday falling on the third day of a weekend is celebrated on the first scheduled workday following the holiday.

B. 5/4/9 Plan: There have been some questions about this plan, which allows for 9-hours workdays, five days in one week and four days in the next. Because of Agency regulations governing overtime, this plan cannot be used in the Agency experiment.

C. Definitions:

(1) Core Hours--That block of time when all components of the office are to be sufficiently represented to carry out all facets of the components' business. All personnel who are scheduled to work on any given day are to be on duty during core hours. Representation in each component will include personnel at all levels of experience and expertise. This includes analysts, senior analysts, technicians, support personnel, secretaries, Branch/Staff Chiefs or back-ups, Division Chiefs or their Deputies and the Director or his Deputy. An example of minimum representation requirements during core hours is attached. Core hours are 0930-1530, Monday thru Friday.

(2) Essential Hours--That block of time when all components of the office are to be sufficiently represented to carry out the components' business. At least 50% of the personnel who are scheduled to work on any given workday must be present during essential hours. Representation must include all categories of personnel as outlined above. An example of minimum representation requirements during essential hours is attached. Essential hours are 0800-1630, Monday thru Friday for personnel below the level of Branch/Staff Chief; 0800-1700 for Branch/Staff Chiefs; and 0800-1800 for the Director or his Deputy and Division Chiefs or their Deputies.

D. Limitation on hours of duty - As noted in the questionnaire, the maximum time span for the workday is 0600-1800. Only in exceptional cases, which will require front office approval, will the beginning scheduled time for an individual be prior to the beginning scheduled time of the Branch Chief or his back-up.

3. Attached are your group's original replies. As you work out appropriate schedules within your groups, please emphasize to all that we are now at the point of making a serious commitment to alternative work schedules. Their choices should take into consideration the impact, if any, upon carpool arrangements, free time commitments, etc.

4. A meeting in the Director's Conference Room has been set for 1300 hours Wednesday, 8 August to discuss this memorandum and to coordinate our objectives prior to establishment of individual group schedules and our overall office plan.

DHM

Nearest to cannot No. As.

Leave Planning
time planning

Imposition
of additional burdens
on mgmt.

STAT

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1630 - 1700

Director or Deputy
Secretary
Exec or Back-up
Admin Off or Personnel Off

^G
PSS

Chief or Back-up

TS

Chief or Back-up

Divisions

Chief or Deputy
Branch Chiefs or Back-up

1700 - 1800

Director or Deputy
Secretary

Divisions

Chief or Deputy